

MEETING NOTICE

TO: Budget, Finance & Investment Committee

FROM: Joyce Ealy, Chairman

TIME: Thursday, June 5, 2014 – 5:30 P.M.

PLACE: Courthouse, Room 205

AGENDA

1. Risk Management
 - A. Risk Management Financial Report
 - B. Approval of Change to Retiree Medical Insurance Benefits
2. Investment Report
3. Fund Condition Report
4. General Fund Budget Amendments:
 - A. PAWS
 - B. Workhouse
 - C. Juvenile Detention
 - D. Sheriff's Department (9)
 - E. Emergency Management (3)
 - F. Revenue Adjustments & Corresponding Expenditures
5. Drug Control Fund Budget Amendment
6. Ambulance Service Fund Budget Amendments (3)
7. Approval of Multi-Year Purchase Agreement for OIT Department
8. Approval of grant with Tennessee Department of Children's Services for Juvenile Detention
9. Approval of grant with Tennessee Department of Mental Health and Substance Abuse Services for Drug Court
10. Solid Waste Fund Revenue Adjustment & Corresponding Expenditure
11. Highway Fund Revenue Adjustment & Corresponding Expenditure
12. Debt Service Fund Revenue Adjustment & Corresponding Expenditure
13. Presentation of CT-0253 Forms from Recent Bond Issues
14. 2014-2015 Budget – Review Any Budgets Necessary
15. Other Business

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To also include items that may be forwarded by Public Works Committee or any other committee after agenda is mailed.

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cc: Commissioners
Ernest Burgess
Jim Cope
Teb Batey
Jeff Davidson
News Media

In Accordance with ADA (AMERICANS WITH DISABILITIES ACT), any disabled persons requiring accommodations for participation in the meeting should contact the Finance Department (898-7795) at least two working days prior to the meeting in order that appropriate accommodations can be made.

EXPLANATION OF AGENDA ITEMS

- 1. **Risk Management:**
 - A. Ms. Melissa Stinson, Risk Management Director, will present the monthly Risk Management Financial Report for the use and information of the committee. The Insurance Committee has proposed the following recommendation to the Budget Committee:
 - B. Approval of Change to Retiree Medical Insurance Benefits
- 2. Mr. Teb Batey, Trustee, will present the monthly Investment Report.
- 3. Mrs. Lisa Nolen, Finance Director, will present the Fund Condition Report for the month ending May 31, 2014.
- 4. **General Fund Budget Amendments:**
 - A. The PAWS Director will be requesting approval of the following budget amendment for the purchase of a department vehicle:

Increase Expend.:	101-55120-718 – Motor Vehicle	\$20,000
Increase Expend.:	101-55120-790 – Other Equipment	\$19,000
Decrease:	101-34585 – Restricted for Capital	\$39,000

- B. The Workhouse will be requesting approval of a budget transfer to provide sufficient funds in the Clerical Personnel line item for the remainder of the fiscal year:

Increase Expend.:	101-54220-162 – Clerical Personnel	\$2,510
Decrease Expend.:	101-54220-115 – Sergeants	\$2,200
	101-54220-160 – Guards	\$310

- C. Juvenile Detention will be requesting approval of a budget transfer to provide sufficient funds in the Overtime line item for the remainder of the fiscal year:

Increase Expend.:	101-54240-187 – Overtime Pay	\$2,000
Decrease Expend.:	101-54240-164 – Attendants	\$2,000

- D. The Sheriff’s Department will be requesting approval of various budget amendments and transfers:

To correct salary line items to reflect amounts actually paid out:

Sheriff

Increase Expend.:	101-54110-109 – Captain	\$2,500
	101-54110-110 – Lieutenants	\$600
	101-54110-115 – Sergeants	\$4,700
	101-54110-140 – Salary Supplements	\$4,200
	101-54110-189 – Oth. Sal. & Wages	\$44,000
Decrease Expend.:	101-54110-107 – Detectives	\$37,000
	101-54110-119 – Accountants	\$19,000

Jail

Increase Expend.:	101-54210-110 – Lieutenants	\$1,000
	101-54210-115 – Sergeants	\$8,000
Decrease Expend.:	101-54210-160 – Guards	\$9,000

To transfer funds from Sheriff to Jail for food and utilities:

Increase Expend.:	101-54210-422 – Food Supplies	\$60,000
	101-54210-452 – Utilities	\$40,000
Decrease Expend.:	101-54110-194 – Jury & Witness Exp	\$10,000
	101-54110-307 – Communication	\$70,000
	101-54110-425 – Gasoline	\$20,000

To fund part-time salaries:

Increase Expend.:	101-54110-169 – Part-time Personnel	\$12,000
Decrease Expend.:	101-54110-148 – Dispatchers	\$12,000

To recognize donations into other contractual services and other charges:

Increase Revenue:	101-44570	– Contrib. & Gifts	\$1,200
Increase Expend.:	101-54110-399	– Oth. Contract. Serv.	\$700
	101-54110-599	– Other Charges	\$500

To transfer funds from office equipment to data processing equipment:

Increase Expend.:	101-54210-709	– Data Proc. Equip.	\$2,000
Decrease Expend.:	101-54210-719	– Office Equip.	\$2,000

To recognize funds from sale of recycled materials into other supplies & materials and building improvements:

Increase Revenue:	101-44145	– Sale of Recyc. Mat.	\$1,980
Increase Expend.:	101-54210-499	– Other Mat. & Supp.	\$538
	101-54210-707	– Building Improve.	\$1,442

To recognize funds from contributions into in-service training:

Increase Revenue:	101-48130	– Contrib. & Gifts	\$900
Increase Expend.:	101-54110-196	– In-Service Training	\$900

To recognize funds from sale of materials into office supplies and other supplies & materials:

Increase Revenue:	101-44130	– Sale of Mat. & Supp.	\$1,984
Increase Expend.:	101-54110-435	– Office Supplies	\$80
	101-54110-499	– Other Mat. & Supp.	\$1,904

To recognize other revenue into building improvements:

Increase Revenue:	101-44990	– Other Local Rev.	\$2,563
Increase Expend.:	101-54210-707	– Building Improve.	\$2,563

E. The Emergency Management Director will be presenting three budget transfers:

To purchase ReadyOps Software for the EOC:

Increase Expend.:	101-54430-709	– Data Process. Equip.	\$6,323
Decrease Expend.:	101-54430-411	– Data Process. Supp.	\$353
	101-54430-412	– Diesel Fuel	\$1,750
	101-54430-425	– Gasoline	\$1,177
	101-54430-429	– Instruct. Supp& Mat	\$1,500
	101-54430-435	– Office Supplies	\$900
	101-54430-451	– Uniform s	\$500
	101-54430-711	– Furniture & Fixtures	\$143

To fund communications for the remainder of the fiscal year:

Increase Expend.:	101-54430-307	– Communication	\$3,100
Decrease Expend.:	101-54430-351	– Rentals	\$3,100

To purchase additional communication equipment:

Increase Expend.:	101-54430-708	– Comm. Equip.	\$6,700
Decrease Expend.:	101-54430-320	– Dues & Member.	\$200
	101-54430-499	– Misc. Supplies	\$6,500

F. The Finance Director will be requesting approval of a budget amendment to adjust the General Fund revenue according to the approximate amount to be received, and the corresponding expenditures.

5. **Drug Control Fund Budget Amendment:**

The Finance Director will be requesting approval of a budget amendment to adjust the Drug Control Fund revenue according to the approximate amount to be received, and the corresponding expenditures.

6. **Ambulance Service Fund Budget Amendments:**

The Ambulance Service Director will be requesting approval of the following budget amendments:

To recognize revenue from the Rutherford County Emergency Communications District and appropriate it to In-Service Training:

Increase Revenue:	118-48130	– Contributions	\$8,000
Increase Expend.:	118-55130-196	– In-Service Training	\$8,000

To transfer funds from the Ambulance Service Fund to the Capital Projects Fund for constructing a new ambulance station and renovation of the Burton Street property:

Increase Expend.:	118-99100-590	– Operating Transfers	\$250,000
Decrease Expend.:	118-55130-706	– Building Construct.	\$250,000

The Finance Director will be requesting approval of a budget amendment to adjust the Ambulance Service Fund revenue according to the approximate amount to be received, and the corresponding expenditures

- 7. The OIT Director will be requesting approval of a multi-year purchase agreement for a mass storage device.
- 8. The Juvenile Detention Director will be requesting approval of a 2014-2015 grant with the Tennessee Department of Children’s Services for residential detention.
- 9. The Drug Court Coordinator will be requesting approval of a 2014-2015 grant with the Tennessee Department of Mental Health and Substance Abuse Services for Drug Court services.
- 10. **Solid Waste Fund Budget Amendment:**
The Finance Director will be requesting approval of a budget amendment to adjust the Solid Waste Fund revenue according to the approximate amount to be received, and the corresponding expenditures.
- 11. **Highway Fund Budget Amendment:**
The Finance Director will be requesting approval of a budget amendment to adjust the Highway Fund revenue according to the approximate amount to be received, and the corresponding expenditures.
- 12. **Debt Service Fund Amendment:**
The Finance Director will be requesting approval of a budget amendment to adjust the Debt Service Fund revenue according to the approximate amount to be received, and the corresponding expenditures.
- 13. The State CT-0253 form, for the \$31 million GO Bond for schools, roads and justice center and the \$2.57 million GO Bond for the Airport Authority, will be presented for information to the committee.
- 14. 2014-2015 Budget – Review Any Budgets Necessary
- 15. Other Business